

## **Emergency Plan – Joshua Station Apartments**



Joshua Station Apartments

Mile High Ministries

1234 W. Somewhere Place

Denver, CO 80202

### ***OVERVIEW OF PROPERTY***

Joshua Station is a faith-based community helping families make the transformation from homelessness to a healthy, stable living environment. Joshua Station is located in a renovated motel at I-25 and 8<sup>th</sup> Avenue on Denver's west side. The property contains 26 units of family housing, several community areas and meeting spaces, commercial kitchen and offices for staff of Joshua Station, Mile High Ministries (the parent organization).

## Emergency Plan – Joshua Station Apartments

### OBJECTIVE

The following is a plan to prepare Joshua Station (“JS”) for the most anticipated natural and man-made emergencies likely to happen on or near the property. By auditing the building and location vulnerabilities, establishing communication channels and crafting effective protocols and procedures, the residents, staff and guests of Joshua Station will be more prepared in the event of a disaster and the recovery process following a disaster may be expedited.

The intent of this plan is to ensure all residents and staff a safe and healthful living and working environment. Those staff and residents assigned specific emergency duties under the plan should be provided the necessary and regularly scheduled training and protective equipment to ensure their safety and effectiveness.

### COMMUNICATION

#### Emergency Plan Coordinators

Name	Office	Office Phone	Cell Phone
xxxxxxx, Operations Manager for JS	2 <sup>nd</sup> floor		
xxxxxxx, Program Manager (alternate)	215		

*\*As the primary coordinator of the Plan, the Operations Manager is responsible for the alteration and review of the Plan and may be contacted for further information.*

#### Agency Contact Information

Contact	Name	Office Phone	Cell Phone
Operations Manager (property-specific)			
Program Manager (resident-specific)			
Director of Operations			
Executive Director			

*\* authorized to talk to media on behalf of xxxxxxxx and xxxxxxxx organization*

#### Emergency Contact Information

*\*For emergencies dial 911*

Organization	Contact	Phone
Fire Department	emergency	911
Police Department	non- emergency	
Gas & Electric Company- Xcel Energy	electric emergency/ power outage	
Gas & Electric Company- Xcel Energy	gas emergency/ gas odor	
Denver Water	emergency shutoff	
C-Beyond Telephone (phone system)		
Main Street Insurance Agency		

## Emergency Plan – Joshua Station Apartments

### Emergency Monitor

Each quadrant of Joshua Station has a volunteer assigned as an Emergency Monitor (EM). The role of the EM is to account for and assist residents throughout the evacuation process. The EM should be aware of any special requirements of the residents in their section so they will know how to help in an emergency. During the emergency the EM is to report on the condition of each tenant in their assigned area to the Emergency Coordinator. Tenants are to report any emergency directly to the Emergency Monitor and the Emergency Coordinator. Each EM is to receive basic emergency management and first-aid training annually.

The following is a list of the current stairwell EMs:

Name	Apt	Responsible for Units	EM Phone Number

**Comment [MD1]:** Rich, please decide how you will divide up the property (i.e. # of volunteers overseeing # of units)

## Emergency Plan – Joshua Station Apartments

### ***VULNERABILITY AND BUILDING ASSESSMENT***

**Description:** Originally built as a hotel in 1985 and later renovated in 1998, the structure of Joshua Station is a standard wood frame on concrete foundation building. *This property caters to formerly homeless families.* Part of the renovation included installing steel reinforcements to the concrete foundation. Sidewalks and parking lots were either resurfaced or completely replaced. Cosmetic repairs include new siding on exterior surfaces, architectural asphalt roof shingles, and new trees along east property line. There is one building with six stairwells (6 units per stairwell). The property managers office is located in the middle of the building in unit 153. There is a small maintenance shed near the southeast side of the main building. The main structure on the property is a 2 story structure and includes 26 units. Housing for disabled residents is generally limited to ground floor units to facilitate evacuation.

Each unit has a 50 gallon water heater, a forced-air furnace, and a window air conditioning unit; all large appliances are serviced and replaced when necessary. During the renovation, emergency lighting was installed in walkways and stairs. Emergency alarms were replaced. Fire extinguishers were installed on each floor, and water heaters were secured. Fire alarms and lighting are tested on an annual basis. *(Copy of checklist attached as appendix)*

**Comment [MD2]:** Rich- follow template w/ building materials & unit features

## Emergency Plan – Joshua Station Apartments

### Vulnerability Assessment

The following analysis chart is used as an exercise to reveal which hazard is most likely to occur at Joshua Station. The analysis was considered by JS in light of the severity of damage and the probability of occurrence. This chart shows that Joshua Station is vulnerable to severe weather, heavy traffic from I-25, industrial accidents from nearby industries as well as man-made incidents such as domestic violence. *In all cases a certain amount of preparedness on the part of the staff and residents ought to be exercised and promoted.*

**VULNERABILITY ANALYSIS CHART**

Type of Hazard	Probability		Human Impact		Property Impact		Internal Resources		External Resources		Total
	High 5	Low 1	High 5	Low 1	High 5	Low 1	Weak 5	Strong 1	Weak 5	Strong 1	
Tornado	1		5		5		5		5		21
Flood	1		4		4		5		5		19
Fire	4		4		4		5		2		19
Industrial Accidents (involving haz mats)	2		5		2		5		5		19
Domestic Violence	5		5		2		5		1		18
Power outage	5		2		2		2		2		13
Car Accidents on I-25	4		3		3		1		1		12
Winter Storm	3		1		1		1		1		7

**Fire** - Fire is the most common of all hazards. Every year fires cause thousands of deaths and injuries, and billions of dollars in property damage. Fires can also be easily prevented. In our location we are subject to building fires.

**Building Vulnerabilities** - Due to the close proximity of each apartment, the fire could potentially spread quickly between units. The common areas of the structure are protected against fires by automatic sprinkler systems (stairwells). Smoke detectors have been installed in each apartment, fire extinguishers are prominently placed, and fire alarms are located on each floor of the building. Residents are also encouraged to have a fire extinguisher in their apartment.

An analysis of fire readiness should be on an annual basis and should include the following (check as completed):

- ☐ Current contact information of fire department is posted in commons areas
- ☐ Fire and smoke detectors installed and checked regularly
- ☐ Flammable debris (branches, grasses, garbage) cleared from property
- ☐ Fire extinguishers charged and inspected
- ☐ Gas and electrical shutoff valve/switch unblocked and easily accessible
- ☐ Properly stored flammable liquids
- ☐ Updated and adequate insurance policy
- ☐ Cleared evacuation routes (halls, stairs, and fire lanes)
- ☐ Evacuation routes posted in commons areas
- ☐ Fire alarms checked regularly (including alarms for hearing impaired)

***In the event of a fire: evacuate immediately and follow response chart.***

**Comment [MD3]:** Rich, please comment on fire with respect to indiv. Units and commercial kitchen. Also comment on fire extinguisher, smoke detector/sprinkler capacity

**Comment [MD4]:** Rich, please edit as applicable

**Comment [MD5]:** Rich- location for off-site evacuation...

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**Winter storms** - Severe winter storms bring heavy snow, ice, strong winds, and freezing rain. In these conditions, it would not take much to take services offline (electricity, water, gas, etc). Transportation could also be severely affected. In Colorado we can expect to see a few of these storms each year..

*Building Vulnerabilities* - While typical wood structures may withstand some minor earthquakes, they are not as resistant to strong winds and added weight of heavy snowfall. The roof of the building has a 4:12 pitch, which allows for run-off and additional strength. The potential vulnerabilities the property faces will be due to interruptions of service delivery (water, power, gas, food, supplies). Arrangements have been made for snow and ice removal (sidewalks, drives and parking lots). We have also added insulation in attics to increase the R value to 49.

An analysis of winter storm readiness should be on an annual basis and should include the following (check as completed):

- ☐ Branches over power lines and buildings are trimmed
- ☐ Sidewalks are maintained (proper grade, even, and free from potholes)
- ☐ Drainage ways are clear from blockages (storm drain, sewer, rain gutters, etc.)
- ☐ Furnaces and boilers are checked and tested for safety and efficiency; filters changes accordingly
- ☐ Windows are free from cracks and holes
- ☐ Caulked and weather-stripped doors and windows
- ☐ Carbon monoxide detectors are installed and checked regularly
- ☐ Sufficient insulation installed in attics, exterior walls, and around pipes
- ☐ Functional weather-stripping around windows and doors

**In the event of a winter storm, please follow response chart.**

**Power outage-** Power outages can be caused by maintenance, accidents, blackouts, or downed lines. This could affect lighting, heating and cooling, communications and oxygen systems for tenants. Widespread power outages can affect transportation, service delivery, and other services.

*Building Vulnerabilities* - If electricity is not functioning, Excel Energy should be contacted immediately. Additional generators may be rented through United Rentals.

An analysis of power outage readiness should be on an annual basis and should include the following (check as completed):

- ☐ Current contact information of power company is posted in the office
- ☐ Branches over power lines are trimmed
- ☐ Alternate forms of communication established and reviewed
- ☐ Accessible electrical panel
- ☐ Generators serviced and well-ventilated (where available)
- ☐ Battery-based emergency lighting installed and tested regularly (where available)

**In the event of a power outage, please follow response chart.**

**Comment [MD6]:** Rich, comment on building condition and arrangements- who shovels snow?

**Comment [MD7]:** What are we asking residents to do? What supplies is JS providing? What are we expecting residents to provide?

**Comment [MD8]:** What are we asking residents to do? What supplies is JS providing? What are we expecting residents to provide?

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**Flood-** Joshua Station is located in the 100 year floodplain and is XX miles from the Platte River. This last flooded in 1965...

*Building Vulnerabilities* - The most likely scenario of flood at this property will be a combination of the above seasonal changes, combined with blockage of local sewer and storm water drainage. There are no basements, so any substantial flood waters will damage ground level apartments. In the event of water damage, precautions should be made to account for mold in all units. Unfortunately, besides maintaining drainage lines on the property, there is not much by way of prevention possible.

An analysis of flood readiness should be on an annual basis and should include the following (check as completed):

- ☐ Adequate flood insurance (if available)
- ☐ Cleared sewer and drain lines, with installed and functioning check-valves
- ☐ Rain gutter downspouts are directed away from foundation
- ☐ Nearby creeks and irrigation canals are identified and checked for strength
- ☐ Shovels and empty sandbags are stored on-site

***In the event of a flood, please follow response chart.***

**Comment [MD9]:** Evacuate all units? Go to a shelter?

**Man-made disasters-** Man-made disasters are disasters resulting from human intent, negligence, or error, or involving a failure of a man-made system. Other disasters in the area could include civil unrest, vandalism, and motor-vehicle accidents (I-25 and railroad).

*Building Vulnerabilities* - The building itself is as vulnerable to man-made disasters as any other property in the area. The building location sits next to the northbound lanes of I-25, increasing its vulnerability towards accidents. There is a chain-link fence surrounding  $\frac{3}{4}$  of the property, with security lights along building front and sides, and in the parking lot; these measures provide some security.

An analysis of man-made disaster readiness should be on an annual basis and should include the following (check as completed):

- ☐ Current contact information of emergency officials
- ☐ Review shelter-in-place procedures
- ☐ Ensure all exterior lights are functional
- ☐ Identify shut off switches for any central HVAC air intake fans

Lockdown Procedure (dangerous person on premises)  
Warning to residents...

***In the event of a man-made disaster, please follow response chart.***

**Comment [MD10]:** Shelter in place?

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### **Other disasters, please follow response chart**

- Stay calm
- Follow appropriate emergency response procedures
- Make an accounting for all residents
- Notify emergency authorities

### **Shelter-in Place Procedures (for hazardous materials incidents)**

Sometimes disaster response requires that tenants not evacuate, but rather stay in their apartments; this is known as "sheltering-in-place." The fire or police department warnings to "shelter-in-place" could include:

- Emergency Alert System (EAS) broadcasts on the radio or television.
- Outdoor warning sirens or horns.
- News media sources—radio, television and cable.
- NOAA Weather Radio alerts.
- Residential route alerting—messages announced to neighborhoods from vehicles equipped with public address systems.

In the event a shelter-in-place is necessary, follow any instructions given by property managers and emergency officials, although common procedures include:

1. Close and lock all outside doors and windows.
2. If you are told there is danger of explosion, close the window shades, blinds or curtains.
3. Turn off the heating, ventilation or air conditioning system. Turn off all fans, including bathroom fans operated by the light switch.
4. Get your disaster supplies kit and make sure the radio is working.
5. Take everyone into an interior room with no or few windows and shut the door.
6. If you are instructed to seal the room, use duct tape and plastic sheeting, such as heavy-duty plastic garbage bags, to seal all cracks around the exterior doors. Tape plastic over any windows and over any vents. Seal electrical outlets and other openings. Reduce the flow of air into the room as much as possible.
7. Call your emergency contact and keep the phone handy in case you need to report a life-threatening condition. Otherwise stay off the phone so that the lines will be available for use by emergency responders.
8. Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Do not evacuate unless instructed to do so.
9. When you are told that the emergency is over, open windows and doors turn on ventilation systems and go outside until the building's air has been exchanged with the now clean outdoor air.



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### ***SUPPLIES & RESOURCES***

The building at Joshua Station has a basement with a modest amount of space to stockpile food or water for residents. During orientation, residents are given an information packet which includes:

- Ready Colorado Guide to Personal and Family Preparedness
- List of recommended supplies for a 72-hour kit
- Suggestions on how to develop a Family Emergency Plan

**Comment [MD11]:** Penny, do you want to work w/ residents to create the own preparedness plans (i.e. documents, etc.)

The following supply source agreements have been made:

**Comment [MD12]:** If you don't have pre-arranged contracts, then list potential suppliers.

Supply	Source	Contact	Location
Plywood	Home Depot*		
Generators	United Rentals *		
Tarpaulin	Lowe's*		
Disaster Cleanup			

\*Communications with these vendors as to their disaster planning status does not present a contractual or bid problem. A minimum inventory of some critical items have been identified and stocked in the Stores Warehouse above normal sales justification.

The following is a list of VOAD's in the area:

Volunteer Organizations Active in Disaster	Contact	Phone
	2301 Lawrence Street Denver, CO 80205-2126	(303) 294-0241
Samaritan House Shelter		
United Way Denver	2-1-1 helpline	

The following is a list of specialized training which may be useful in an emergency:

**Comment [MD13]:** Customize for human capital

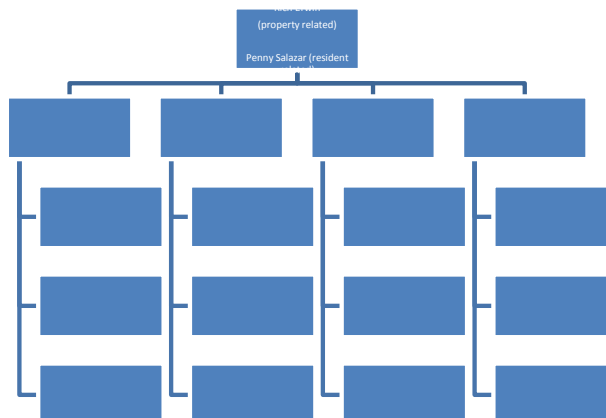
Training	Resident	Apartment	Phone
knows first aid/ CPR			

## Emergency Plan – Joshua Station Apartments

### ***PROTOCOL PLANS***

The following shows a chain of command for the complex.

Chain of Command			
<i><b>Fire</b></i>	<i><b>Gas Leak</b></i>	<i><b>Power Failure</b></i>	<i><b>Water Shutoff</b></i>
1. 911	1. Xcel Energy	1. Xcel Energy	1. Denver Water



Response Chart - Processes and Duties	
<b>Residents</b>	<ul style="list-style-type: none"> <li>• When alarm sounds, or emergency occurs - remain calm and assess situation and status of family members.</li> <li>• Calmly begin evacuation procedures.</li> <li>• Locate assigned Emergency Monitor, and describe to him/her of situation and status.</li> <li>• Proceed to meeting location, until Emergency Coordinator gives the 'all-clear' signal, or announces transfer to shelter.</li> </ul>
<b>Emergency Monitors</b>	<ul style="list-style-type: none"> <li>• Maintain a current list of residents and special requirements during evacuation.</li> <li>• Alert residents of emergency situation, if alarm does not sound.</li> <li>• Remind residents of evacuation procedures, meeting place.</li> <li>• Assist residents during evacuation; make an accounting of assigned families.</li> <li>• Report condition of residents to Emergency Coordinator at the designated meeting place.</li> </ul>

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<p>- Operations Manager or Front Desk Staff</p>	<ul style="list-style-type: none"> <li>• Alert emergency responders (911, police, etc).</li> <li>• Contact Emergency Monitors of emergency status.</li> <li>• Collect information on status of residents from Emergency Monitors at the meeting place.</li> <li>• Inform emergency responders of condition of residents, including special requirements, medical conditions, and casualties.</li> <li>• Assist responders in gaining access to building, providing information, facilitate communication between groups.</li> <li>• Proceed to temporary shelter, or give the 'all clear' signal to return to apartments.</li> <li>• Secure building (lock doors, shutoff water, gas, electric, etc.)</li> <li>• Contact Program Manager and Executive Director and explain situation.</li> </ul>
<p>Resident Volunteer (after hours)</p>	<ul style="list-style-type: none"> <li>• </li> </ul>
<p><b>Post- Emergency Assessment</b></p>	<ul style="list-style-type: none"> <li>• Document damage to building with photos and descriptions, contact insurance agent to initiate claims proceedings.</li> <li>• Begin restoration process by addressing physical hazards, cleaning units, and arranging counseling if needed</li> <li>• Conduct a post-emergency briefing with Emergency Monitors and make adjustments to emergency plan, if necessary.</li> </ul>

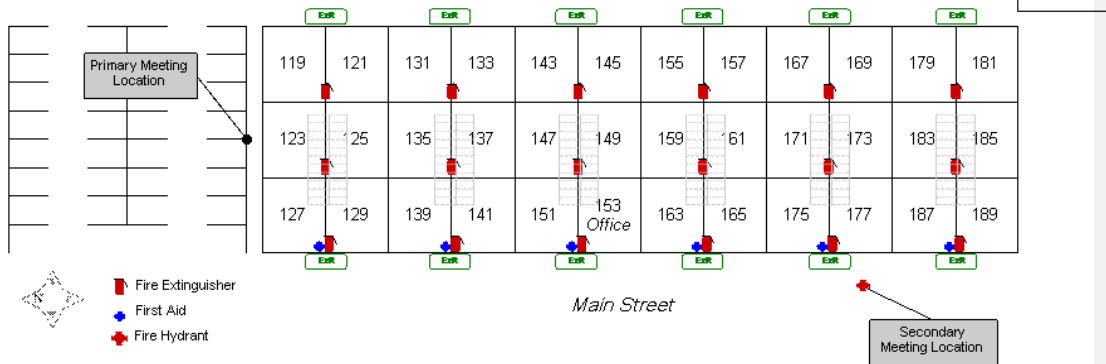
**Comment [MD14]:** Penny- please clarify between who would do what during office hours & after hours

**Comment [MD15]:** Rich, please make sure you have discussed w/ Kevin

## Emergency Plan – Joshua Station Apartments

### Evacuation Plan

### Hidden Valley Apartments Evacuation Map



**Comment [MD16]:** Rich- please paste in PDF of floor plans and point out meeting place

#### Meeting Location:

The primary meeting location will be parking lot north of the building. In case this location is inaccessible, please meet near the fire hydrant west of the building.

## Emergency Plan – Joshua Station Apartments

[illegible]

**Comment [MD17]:** Penny will modify to note the following. Will always have an updated list at the front desk and the Box.

\* *Emergency Monitor*

## Emergency Plan – Joshua Station Apartments

### Appendix

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#### **Annual *Emergency* Review Checklist**

**Comment [MD18]:** Rich, this should be updated annually

##### **Fire**

- ☐ Current contact information of fire department
- ☐ Fire and smoke detectors installed and checked regularly
- ☐ Flammable debris (branches, grasses, garbage) cleared from property
- ☐ Fire extinguishers charged and inspected
- ☐ Gas and electrical shutoff valve/switch unblocked and easily accessible
- ☐ Properly stored flammable liquids
- ☐ Updated and adequate insurance policy
- ☐ Cleared evacuation routes (halls, stairs, and fire lanes)

##### **Winter storms**

- ☐ Branches over power lines and buildings are trimmed
- ☐ Sidewalks are maintained (proper grade, even, and free from potholes)
- ☐ Drainage ways are clear from blockages (storm drain, sewer, rain gutters, etc.)
- ☐ Furnaces and boilers are checked and tested for safety and efficiency; filters changes accordingly
- ☐ Windows are free from cracks and holes
- ☐ Caulked and weather-stripped doors and windows
- ☐ Carbon monoxide detectors are installed and checked
- ☐ Sufficient insulation installed in attics, exterior walls, and around pipes
- ☐ Functional weather-stripping around windows and doors

##### **Power outage**

- ☐ Current contact information of power company
- ☐ Branches over power lines are trimmed
- ☐ Alternate forms of communication established and reviewed
- ☐ Accessible electrical panel
- ☐ Generators serviced and well-ventilated (where available)
- ☐ Battery-based emergency lighting installed (where available)

##### **Flood**

- ☐ Adequate flood insurance (if available)
- ☐ Cleared sewer and drain lines, with installed and functioning check-valves
- ☐ Rain gutter downspouts are directed away from foundation

##### **Man-made disasters**

- ☐ Current contact information of emergency officials
- ☐ Review shelter-in-place procedures
- ☐ Ensure all exterior lights are functional